

NEOGOV ON – TRAINING GUIDE

Objective:

This Training Guide focuses on how to navigate within NEOGOV Onboard and perform the routine employee and manager tasks for new hires.

Pre-Requisite Requirements:

- New Hires have been authorized in NEOGOV Insight and the nightly feed has auto-created the pending hire in HRMN.
- New Hires have been loaded to Onboard and activated.

Helpful Tips:

- Clicking on the NEOGOV icon in the upper left hand corner always returns a user to their dashboard.
- A checklist is a collection of forms the new hire will be filling out and/or reviewing. Each new hire will be assigned a Standard Forms checklist. Each form has different due dates, based on the information being provided.
- Each new hire will have a Getting Started portal page (where the checklist displays), an Employment Information portal page (general information applicable to all State employees) and an agency portal page (displaying information specific to their agency).

INDEX: Select hyperlink below to go to information.

1. [Login](#)
2. [Dashboard](#)
3. [Completing Forms](#)
4. [Dashboard - Managers](#)
5. [Reports - Managers](#)

LOGIN

You can access NEOGOV Onboard using the following link: <https://onboard.neogov.com/onboard/#!/employee>

You should have received an **Activate Your NEOGOV Onboard User Account** email with a link to create your account **Password** using your email address as your **Username**. **This activation is good for 24 hours and will expire.** **If you require a new activation, please contact your HR Office or the NEOGOV mailbox at MCSC-NEOGOV@michigan.gov.**

NOTE: Current NEOGOV Insight and OHC users will use their current Insight and/or OHC username and password.

1. Log into the NEOGOV Onboard site using your **Username** and **Password**. Click on the **Sign In >>** button.

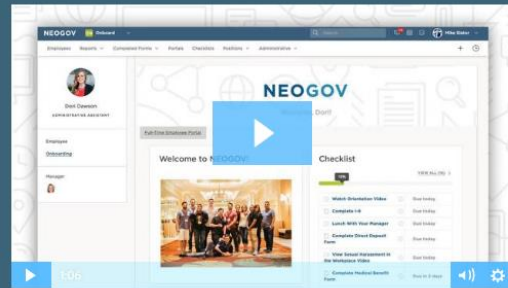
NEOGOV

Username

Password

Log In

[Forgot username?](#)
[Forgot your password?](#)

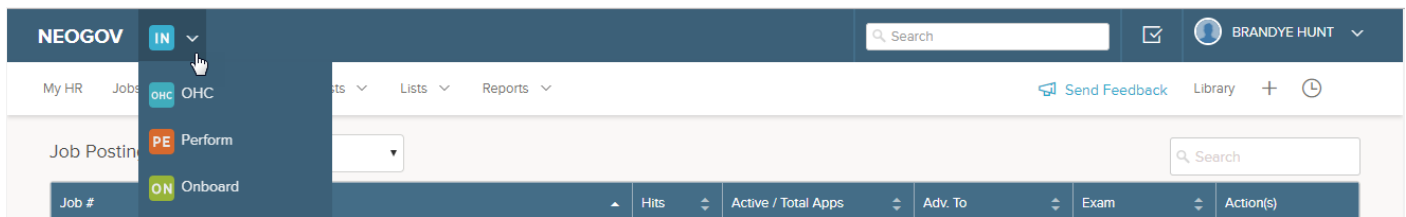


Create the Perfect Onboarding Experience

NEOGOV's Onboard ensures day-one readiness for new employees, ratchets up productivity, and helps you keep your hires longer.

[LEARN MORE](#)

2. If you are already logged into NEOGOV performing other functions, you can simply toggle over to Onboard by clicking on the down-arrow next to the NEOGOV product and selecting Onboard.



3. The system can also be accessed from the HR Gateway page.

Dashboard

1. Upon login, you will see your **Onboarding** screen. Within the **Onboarding** screen you will see your **Portal** page(s), **Checklist** items, and important **Links**.
2. The **Getting Started** portal will always return you to your **Onboarding** screen. The **Employment Information** portal will provide general employment information. Your agency-specific portal page (i.e. Civil Service Commission, below) will provide you with links, information and forms specific to the agency in which you will be working. Please be sure to click on all and review thoroughly.
3. Items in the **Checklist** section are forms or information you should review and complete prior to their due date. To review each form, simply click on the name.

NEOGOV **ON** Onboard

Search

Keegan Hunt

Reports

Keegan Hunt
PE-INFO TECH SPECIALIST-3

My Dashboard
Employee
Onboarding
Manager

Portal Pages

CONGRATULATIONS Keegan

Getting Started! Civil Service Commission Employment Information

Welcome to your Onboard Portal!

Congratulations and welcome to your personalized onboarding portal! This portal is designed to provide you all the information, forms, and policies you will need as a new State employee. To prepare for your employment, please pay close attention to the forms and links. Some items are for your review and understanding, while others can be completed anytime before the item's due date.

Help your HR Office help you on your first day of employment by timely completing the items in your checklist. Please complete your

Checklist

Preview Checklist Timeline

0%

Due Date

Complete I-9 Due in 6 days

Complete Personal Information Due in 1 week

Complete W-4 Due in 1 week

Complete Michigan W-4 Due in 1 week

Name

Links

4. Click on the **Employee** link. Your **Employee Details** will display.

NEOGOV **ON** Onboard

Search

Keegan Hunt

Reports

Keegan Hunt
PE-INFO TECH SPECIALIST-3

My Dashboard
Employee
Onboarding

Employee Details

Employee Details

Employee #: 1234568
Email: brandyehunt@hotmail.com
Position: PE-INFO TECH SPECIALIST-3
Address: 123 Main Street
Lansing, MI 48906
Phone:
Active: Yes

Class Spec: PE-INFORMATION TECHNOLOGY SPL
Department: PE-CIVIL SERVICE COMMISSION
Division: PE-BAS PROJECT MANAGEMENT
Online Access: Activated
Start Date: 12/02/2018
Separation Date:

Employee

5. Scrolling down will display the **Tasks** section. The forms and information displayed on your **Checklist** are also displayed here. You can access and complete these in either location by simply clicking on the name.

NEOGOV **ON** Onboard

Search

Keegan Hunt

Reports

Keegan Hunt
PE-INFO TECH SPECIALIST-3

My Dashboard
Employee
Onboarding

Tasks

Tasks

Due Date

Name

| Subject | Related To | Task Status | Task Type | Due Date | Updated On | Actions |
|--------------------------|-------------|-------------|-----------|------------|------------|---------|
| Complete I-9 | Keegan Hunt | Current | Form | 12/04/2018 | 11/28/2018 | |
| Complete W-4 | Keegan Hunt | Current | Form | 12/06/2018 | 11/28/2018 | |
| Complete Michigan W-4 | Keegan Hunt | Current | Form | 12/06/2018 | 11/28/2018 | |
| Complete Emergency Co... | Keegan Hunt | Current | Form | 12/06/2018 | 11/28/2018 | |
| Complete Direct Deposit | Keegan Hunt | Current | Form | 12/06/2018 | 11/28/2018 | |

6. Scrolling down again will display the **Forms** section. Any form with a status of **Complete** can be saved or printed as a PDF document for your records. Simply place a checkmark in front of the form name(s) and click **View PDF**. Your form(s) will display and can be downloaded.

Forms

1 records are selected. Select all 46 records Clear selection

Status

| | Form Name | Updated On | Status | Actions |
|-------------------------------------|------------------------------------|---------------------|------------|---------|
| <input type="checkbox"/> | Benefit Enrollment Acknowledgement | 11/28/2018 08:12 AM | Incomplete | |
| <input type="checkbox"/> | Portal Page Acknowledgement | 11/28/2018 08:12 AM | Incomplete | |
| <input checked="" type="checkbox"/> | Emergency Contact | 11/28/2018 08:28 AM | Complete | |

View PDF

7. Click on the **My Dashboard** link. **My Tasks** will display. Again, The forms and information displayed on your **Checklist** are also displayed here. Forms and information should be reviewed and completed prior to their due date. You can access and complete these in any of these locations.

NEOGOV ON Onboard

Search

Keegan Hunt

Reports

My Tasks

My Tasks

Due Date

Current

Search

| Subject | Name | Due Date | Related To | Actions |
|--|------|------------|-------------|---------|
| Complete I-9 | | 12/04/2018 | Keegan Hunt | |
| Complete Personal Information | | 12/06/2018 | Keegan Hunt | |
| Complete W-4 | | 12/06/2018 | Keegan Hunt | |
| Complete Michigan W-4 | | 12/06/2018 | Keegan Hunt | |
| Complete Direct Deposit | | 12/06/2018 | Keegan Hunt | |
| Complete Life Insurance and Accidental Death Beneficiary Designation | | 12/06/2018 | Keegan Hunt | |
| Complete Final Compensation Beneficiary Designation | | 12/06/2018 | Keegan Hunt | |
| Complete Oath of Office | | 12/06/2018 | Keegan Hunt | |
| Complete Political Activities and Ethical Standards | | 12/06/2018 | Keegan Hunt | |
| Complete Motor Vehicle Driver Agreement | | 12/06/2018 | Keegan Hunt | |

<< < 1 2 > >> Items per page 10

1 - 10 of 17 Items

My Dashboard

Employee

Onboarding

Manager

8. Clicking on the **NEOGOV** icon in the upper left hand corner always return you to your **Onboarding** screen.

NEOGOV ON Onboard

Search

Keegan Hunt

NEOGOV

Completing Forms

- Completing any form in Onboarding follows the same process. Select (click on) the form, review the information, fill in the necessary fields, and click Save at the bottom of the form.
- Upon login, the **Onboarding** screen will display. Within the **Checklist** section, select the form name. For this example, we will use the **Personal Information** form.

NEOGOV

ON Onboard

Search

Keegan Hunt

Reports

Keegan Hunt

PE-INFO TECH SPECIALIST-3

My Dashboard

Employee

Onboarding

Manager

CONGRATULATIONS Keegan

Getting Started! Civil Service Commission Employment Information

Welcome to your Onboard Portal!

Congratulations and welcome to your personalized onboarding portal! This portal is designed to provide you all the information, forms, and policies you will need as a new State employee. To prepare for your employment, please pay close attention to the forms and links. Some items are for your review and understanding, while others can be completed anytime before the item's due date.

Help your HR Office help you on your first day of employment by timely completing the items in your checklist. Please complete your

Select Form

Checklist

6%

Preview Checklist Timeline

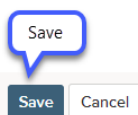
| | |
|-------------------------------|---------------|
| Complete I-9 | Due in 6 days |
| Complete Personal Information | Due in 1 week |
| Complete W-4 | Due in 1 week |
| Complete Michigan W-4 | Due in 1 week |

3. Review the information within the form and update/complete any necessary fields.

| EMPLOYEE PERSONAL DATA (New Employees Only) | |
|---|---|
| <p>Instructions: Complete this form to provide personal information to your Human Resources office and to the State of Michigan. Return the completed form to your Human Resources office. Do not send this form to the address above. A portion of this information is protected by federal privacy laws and/or state confidentiality requirements. (NOTE: Please print or type all sections.)</p> | |
| <p>Name</p> <div>Keegan</div> <div>Hunt</div> | <p>Employee ID Number</p> <div>1234568</div> |
| <p>Home Address</p> <div>123 Main Street</div> | <p>Social Security Number</p> <div>381-80-1234</div> |

| | | | |
|---|--|--|--------------------------|
| City Lansing | County Ingham | State MI | Zip Code 48906 |
| Home Phone 5178811234 | Birth Date (MM/DD/YYYY) 05/29/1998 | *Gender <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female | |
| *Race (Check one) Two or More Races | | | |
| Emergency Contact Name Thomas Hunt | | Emergency Contact Phone 5178812345 | |

4. When complete, select Save at the bottom of the form.



NEOGOV

COPYRIGHT © 2010 - 2018

5. A banner will display at the top of your screen that the form was created. You may continue completing each form.



6. Some tips to keep in mind as you are completing forms:
- Make sure your social security number is correct
 - Dates should be MM/DD/YYYY
 - States should be the two-character abbreviation (i.e. MI for Michigan)
 - For direct deposit information, make sure routing number(s) and account number(s) are correct with no spaces or non-numeric characters
 - Complete all required fields (noted with a red asterisk)
 - Clicking Save submits the form; if you have accidentally submitted incorrect data please contact your HR Office representative
7. Once all forms are completed, you will receive the following message. Click **OK**. You have completed the process!



Congratulations!

You have completed your Onboarding tasks. Upon your next login you will be taken to your Dashboard.

You will now be redirected to your Dashboard.

Ok

Dashboard - Managers

If you are a Manager, the dashboard will have a few additional items available:

1. The Manager/Supervisor **Dashboard** will include your assigned direct report(s). Their icon(s) will appear beneath the **Direct Reports** header. You can either click on their individual icon or click on the Direct Reports link to display a listing of all.

My Dashboard

Employee

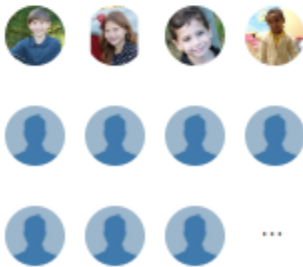
Onboarding

Manager



Direct Reports

Direct Reports



- By clicking on the **Direct Reports** link, your **Employee List** will display. Click on the **Employee #** to review your new hire's Onboarding progress.

NEOGOV ON Onboard

Search

Employees Pre-Hires Reports Completed Forms Portals Checklists Positions Administrative

Employee List

+ Show All Employees Bulk Actions

| | Photo | Employee # | Last Name | First Name | Direct Manager | Position | Start Date | Online Access | Active |
|--------------------------|-------|------------|-----------|------------|----------------|--------------------------|------------|---------------|--------|
| <input type="checkbox"/> | | 1145696 | Test | I9 | BRANDYE HUNT | PE-HUMAN RESOURCES... | 06/17/2018 | Activated | Yes |
| <input type="checkbox"/> | | 12345671 | Hunt | Dinger | BRANDYE HUNT | PE-INFO TECH PRGMR A... | 10/21/2018 | Activated | Yes |
| <input type="checkbox"/> | | 12345672 | Hunt | Andy | BRANDYE HUNT | PE-INFO TECH SPECIALI... | 10/21/2018 | Activated | Yes |
| <input type="checkbox"/> | | 12345673 | Hunt | Jesse | BRANDYE HUNT | PE-INFO TECH SPECIALI... | 11/04/2018 | Activated | Yes |
| <input type="checkbox"/> | | 12345674 | Hunt | Norman | BRANDYE HUNT | PE-INFO TECH SPECIALI... | 11/04/2018 | Activated | Yes |
| <input type="checkbox"/> | | 12345675 | Hunt | Ivory | BRANDYE HUNT | PE-INFO TECH SPECIALI... | 03/25/2018 | Activated | Yes |
| <input type="checkbox"/> | | 12345676 | Hunt | Genesis | BRANDYE HUNT | PE-INFO TECH SPECIALI... | 03/25/2018 | Activated | Yes |
| <input type="checkbox"/> | | 12345678 | Hunt | Allyson | BRANDYE HUNT | PE-INFO TECH SPECIALI... | 03/25/2018 | Activated | Yes |
| <input type="checkbox"/> | | 12345679 | Hunt | Dale | BRANDYE HUNT | PE-INFO TECH SPECIALI... | 03/25/2018 | Activated | Yes |
| <input type="checkbox"/> | | 1234568 | Keegan | | BRANDYE HUNT | PE-INFO TECH SPECIALI... | 12/02/2018 | Activated | Yes |

<< 1 2 3 >> Items per page 10 1 - 10 of 21 items

- The **Employee** dashboard page displays. Within the **Tasks** section, assigned forms display with a **Status** of **Current** or **Complete**.

NEOGOV ON Onboard

Search

2

3

BRANDYE HUNT

Employees

Pre-Hires

Reports

Completed Forms

Portals

Checklists

Positions

Administrative

Keegan Hunt

PE-INFO TECH SPECIALIST-3

Employee

Onboarding

Manager

Employee Details

Employee #:

1234568

Email:

brandyehunt@hotmail.com

Position:

PE-INFO TECH SPECIALIST-3

Address:

123 Main Street

Lansing, MI 48906

Phone:

Active: Yes

Class Spec:

PE-INFORMATION TECHNOLOGY SPL

Department:

PE-CIVIL SERVICE COMMISSION

Division:

PE-BAS PROJECT MANAGEMENT

Online Access:

Activated

Start Date:

12/02/2018

Separation Date:

Tasks

| Subject | Related To | Task Status | Task Type | Due Date | Updated On | Actions |
|-----------------------------|-------------|-------------|-----------|------------|------------|---------|
| Complete I-9 | Keegan Hunt | Current | Form | 12/04/2018 | 11/28/2018 | |
| Complete W-4 | Keegan Hunt | Current | Form | 12/06/2018 | 11/28/2018 | |
| Complete Michigan W-4 | Keegan Hunt | Current | Form | 12/06/2018 | 11/28/2018 | |
| Complete Direct Deposit | Keegan Hunt | Current | Form | 12/06/2018 | 11/28/2018 | |
| Complete Life Insurance ... | Keegan Hunt | Current | Form | 12/06/2018 | 11/28/2018 | |

4. Click on the **Onboarding** link. The **Onboarding** dashboard displays. In the **Checklist** section, forms that still need to be completed will display. Further, a **Checklist** completed percentage will display.

NEOGOV ON Onboard

Search

2

3

BRANDYE HUNT

Employees

Pre-Hires

Reports

Completed Forms

Portals

Checklists

Positions

Administrative

Keegan Hunt

PE-INFO TECH SPECIALIST-3

Employee

Onboarding

Manager

CONGRATULATIONS Keegan

Getting Started!

Civil Service Commission

Employment Information

Welcome to your Onboard Portal!

Congratulations and welcome to your personalized onboarding portal! This portal is designed to provide you all the information, forms, and policies you will need as a new State employee. To prepare for your employment, please pay close attention to the forms and links. Some items are for your review and understanding, while others can be completed anytime before the item's due date.

Help your HR Office help you on your first day of employment by timely completing the items in your checklist. Please complete your checklist to the right, paying special attention to due dates.

Again, congratulations on becoming a State of Michigan employee! If you have any questions as you proceed through your checklist, please reach out to your HR Office contact. If you experience any technical difficulties, please email MCSC-NEOGOV@michigan.gov.

Checklist

Preview Checklist Timeline

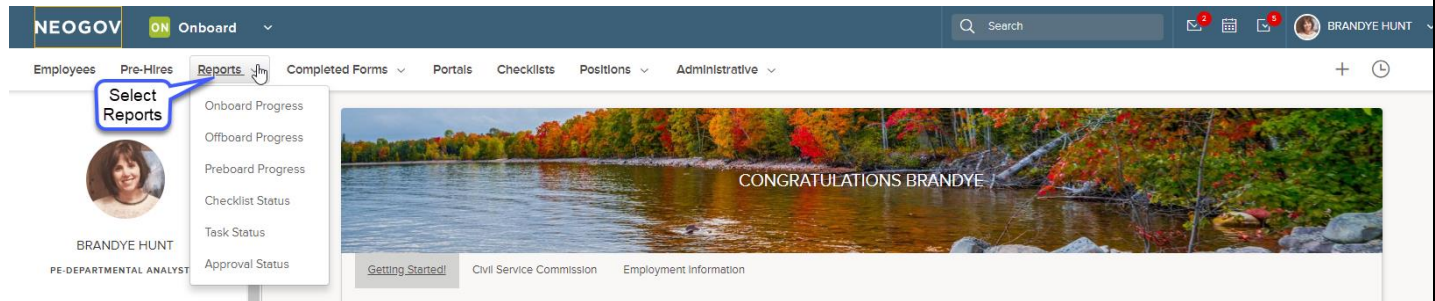
| | |
|--|---------------|
| Complete I-9 | Due in 6 days |
| Complete Personal Information | Due in 1 week |
| Complete W-4 | Due in 1 week |
| Complete Michigan W-4 | Due in 1 week |
| Complete Direct Deposit | Due in 1 week |
| Complete Life Insurance and Accidental Death Beneficiary Designation | Due in 1 week |
| Complete Final Compensation Beneficiary Designation | Due in 1 week |
| Complete Oath of Office | Due in 1 week |
| Complete Political Activities and Ethical Standards | Due in 1 week |

5. Clicking on the **NEOGOV** icon in the upper left hand corner always return you to your **Onboarding** screen.

S:\Office of Business Applications Support\Onboarding-NEOGOV\NEOGOV - ON Team Room Documentation\NEOGOV ON--User Guide.docx
9 | Page

Reports - Managers

1. Managers have the ability to run reports on those employees who report directly to them.
2. Select the **Reports** menu option. Several report options are available.



3. The **Onboard Progress** report displays the percentage status complete for each employee who has been assigned a checklist. Users can also filter on **Employee #**, **Employee Name**, **Position**, **Department Code**, **Department Name**, **Start Date** and **Checklist Completion %**. Simply choose whether to include only **Active**, **All** or **Specific** departments (based on user security) in the **Department** field and **All** start dates or a **Specific Date Range** in the **Start Date** field. Select **Generate Report**.

Onboard Progress Report

Select Department option

Department ☒ Active ☐ All ☐ Specific

Select Start Date option

Start Date ☒ All ☐ Specific Date Range

*Fields are required.

Generate Report

Choose Generate Report

| | Employee # | Employee Name | Position | Department Code | Department Name | Checklist Completion |
|--------------------------|------------|---------------|---------------------------|-----------------|----------------------------|----------------------|
| <input type="checkbox"/> | 1234568 | Keegan Hunt | PE-INFO TECH SPECIALIST-3 | PE-1901 | PE-CIVIL SERVICE COMMIS... | 100% |
| <input type="checkbox"/> | 1234569 | Amaya Hunt | PE-INFO TECH SPECIALIST-3 | PE-1901 | PE-CIVIL SERVICE COMMIS... | 100% |

1 - 2 of 2 items

4. The **Offboard Progress** report is not being used at this time.
5. The **Checklist Status** report displays the status (current, completed, skipped, canceled, or overdue) of each checklist item for each employee. Users can also filter on **Employee #**, **Employee Name**, **Department Code**, **Department Name**, **Checklist Name**, **Checklist Item Name**, **Task Status**, **Start Date**, and **Separation Date**. Simply choose whether to include only **Active**, **All** or **Specific** departments (based on user security) in the **Department** field and **All** start dates or a **Specific Date Range** in the **Start Date** field. Select **Generate Report**.

Checklist Status Report

☒ Onboarding
 ☐ Offboarding

Department: ☒ Active
 ☐ All
 ☐ Specific

Start Date: ☒ All
 ☐ Specific Date Range

*Fields are required.

Generate Report

Choose Generate Report

| | Employee # | Employee Name | Department Code | Department Name | Checklist Name | Checklist Item Name | Status |
|--------------------------|------------|---------------|-----------------|------------------------|-------------------------|--------------------------|-----------|
| <input type="checkbox"/> | 1234568 | Keegan Hunt | PE-1901 | PE-CIVIL SERVICE CO... | Standard Form Tasks | Complete I-9 | Completed |
| <input type="checkbox"/> | 1234568 | Keegan Hunt | PE-1901 | PE-CIVIL SERVICE CO... | Standard Form Tasks | Complete I-9 for empl... | Completed |
| <input type="checkbox"/> | 1234568 | Keegan Hunt | PE-1901 | PE-CIVIL SERVICE CO... | Standard Form Tasks | Complete W-4 | Completed |
| <input type="checkbox"/> | 1234568 | Keegan Hunt | PE-1901 | PE-CIVIL SERVICE CO... | Employment Informati... | Review Performance ... | Current |
| <input type="checkbox"/> | 1234568 | Keegan Hunt | PE-1901 | PE-CIVIL SERVICE CO... | Employment Informati... | Review Human Resou... | Current |
| <input type="checkbox"/> | 1234568 | Keegan Hunt | PE-1901 | PE-CIVIL SERVICE CO... | Employment Informati... | Review Workplace Saf... | Current |
| <input type="checkbox"/> | 1234568 | Keegan Hunt | PE-1901 | PE-CIVIL SERVICE CO... | Employment Informati... | Review State Board of... | Current |

6. The **Task Status** report displays the status of each task and the task assignee. Users can also filter on **Employee #**, **Employee Name**, **Department Code**, **Department Name**, who the task is **Related To**, **Task Type**, **Subject**, **Priority**, and **Status**. Simply choose whether to include only **Active**, **All** or **Specific** departments (based on user security) in the **Department** field and **All** start dates or a **Specific Date Range** in the **Start Date** field. Select **Generate Report**.

Task Status Report

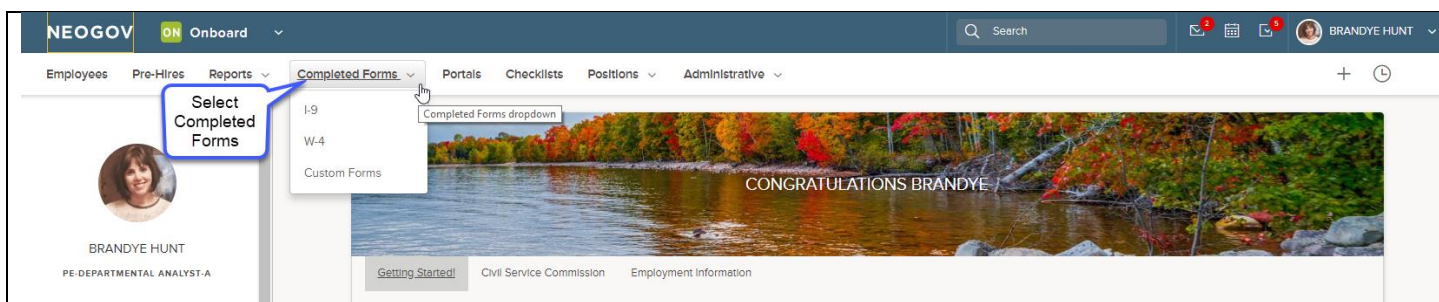
Department: ☒ Active
 ☐ All
 ☐ Specific

Start Date: ☒ All
 ☐ Specific Date Range

*Fields are required.

Generate Report

Choose Generate Report



11. The **I-9** report only displays data for HR Office users.

12. The **W-4** report also displays data for HR Office users.

13. The **Custom Forms** report displays all State of Michigan specific custom forms, except the Federal I-9 and Federal W-4.

14. When **Custom Forms** is selected, all **Custom Forms** will display in the menu. Page through the forms (or begin to type the name in the **Name** field) and click on the form you wish to review.

Custom Forms

| |
|--|
| 401k and 457 Retirement Plan |
| Acceptable Use of Information Technology |
| Alternate Work Schedules |
| Charitable Initiatives |
| City Tax Withholding |
| Civil Service Rules and Regulations |
| Compensation |
| Direct Deposit |
| Disclosure of Interest |
| Discriminatory Harassment |

<<
<
1
2
3
4
>
>>

Items per page 10

1 - 10 of 36 items

15. Choose whether to include only **Active**, **All** or **Specific** departments (based on user security) in the **Department** field, **Active**, **All** or **Archived Statuses** of the form (forms are archived when the employee separates), **Active**, **All** or **Inactive Associated Employee Status** (the status of the employee), and **All** start dates or a **Specific Date Range** in the **Start Date** field. Select **Generate Report**.

Oath of Office

Version: Oath of Office

Department: ☒ Active ☐ All ☐ Specific

Status: ☒ Active ☐ All ☐ Archived

Associated Employee Status: ☒ Active ☐ All ☐ Inactive

Start Date: ☒ All ☐ Specific Date Range

*Fields are required.

Generate Report


Choose Generate Report

Default Bulk Actions


Employee.Full Name

Keegan Hunt

1 - 1 of 1 items

16. Each custom form has data specific to that form. Click on the  icon to add additional columns.

17. A fly-out displays columns that are available for that specific custom form. Place a checkmark next to each **Column** you would like to add. **Columns** are added automatically to the report display as you select them.

You can also change the order in which the columns display by clicking on the  icon and dragging it to your desired order.

18. Click **Done** when you have selected all of your needed columns.

NEOGOV ON Onboard

Employees Reports Completed Forms Portals Checklists Positions Administrative

Associated Employee Status: ☒ Active ☐ All ☐ Inactive

Start Date: ☒ All ☐ Specific Date Range

*Fields are required.

Generate Report

Default Bulk Actions

Employee.Full Name Employee.Employee Number Employee.Start Date

Keegan Hunt 1234568 02/04/2018

NEOGOV

Columns

Restore Done

Add Columns

Select Done

Change order of columns

Additional columns are added as you select them

Employee.Full Name

Employee.Employee Number

Employee.Start Date

Position.Position Title

Date

Department.Department Code

Department.Department Name

Division.Division Code

Division.Division Name

19. For any of the above **Custom Forms** reports, the report data can be exported if needed. Place a checkmark in front of each record to export (or all records), select **Bulk Actions** and then either **Export to CSV**, **Export to PDF**, **Export to Excel** or **Bulk Print**.

20. Wait a moment for NEOGOV to build and provide the report.

The screenshot displays the NEOGOV ON Onboard interface. The top navigation bar includes the NEOGOV logo, a search bar, and a user profile dropdown for Brandye Hunt. The main content area shows a list of employees with a search bar and a 'Generate Report' button. A callout bubble points to the 'Bulk Actions' button, and another points to the 'Select records (or all)' checkbox. A third callout bubble points to the 'Export to CSV' option in the 'EXPORT ACTIONS' menu. The menu also includes 'Export to PDF', 'Export to Excel', and 'Bulk Print'. A 'Done' button is visible at the top right of the menu.

21. To return to your dashboard click on **NEGOV** in the upper-left corner.

The screenshot shows the NEOGOV ON Onboard interface. The top navigation bar includes the NEOGOV logo, a search bar, and a user profile dropdown for Brandye Hunt. The main content area shows a list of employees with a search bar and a 'Generate Report' button. A callout bubble points to the 'NEGOV' logo in the top-left corner of the navigation bar.